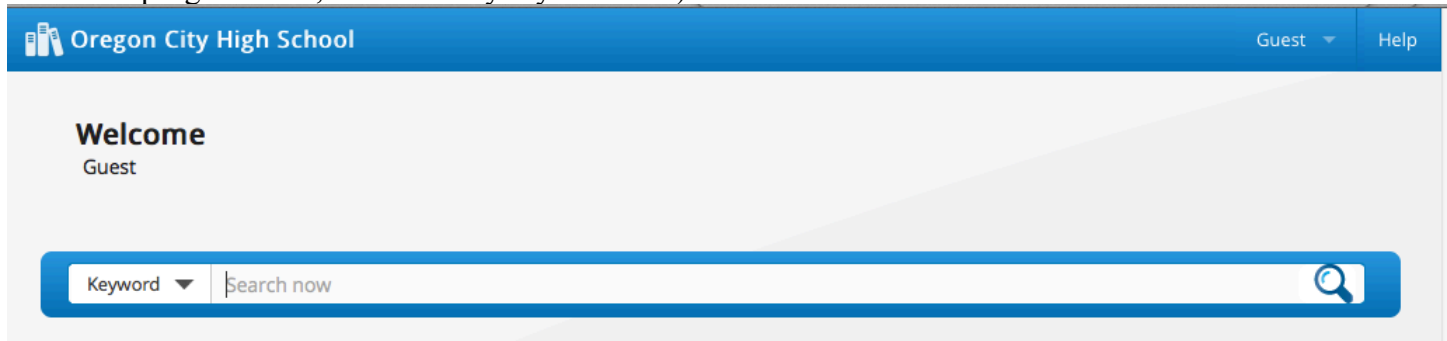


Reserving IMC Materials Through Destiny

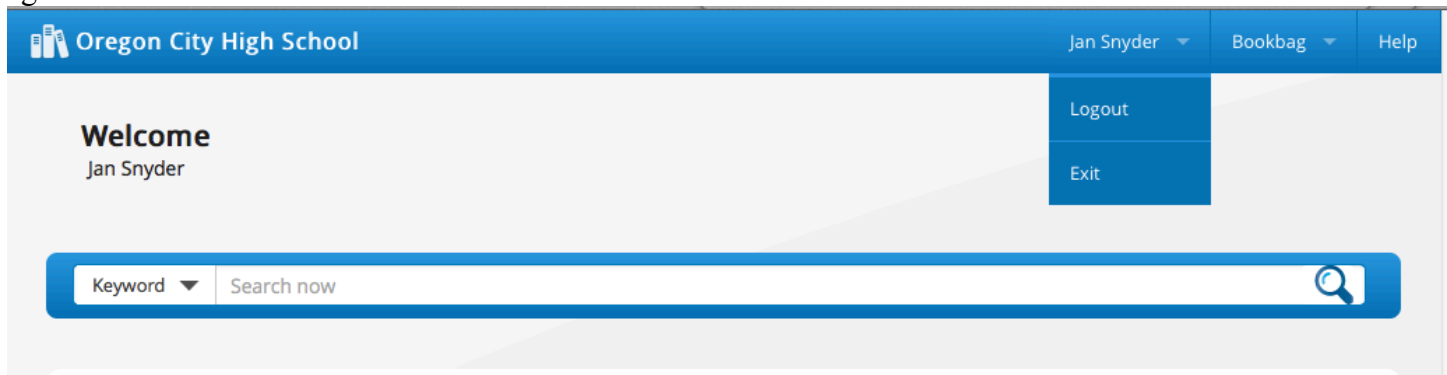
One of the really wonderful things about the new library system is that staff will be able to reserve their own materials online. You will be able to look at a calendar, pick the dates you want to use the materials, and reserve them for that period of time. This will allow you to see at a glance when other staff members have already booked the item(s) and when it is next available. Below are the directions to accomplish this.

1. Go to the opening page for Destiny and click on your building. There is a link in the word “Destiny” right above these instructions to take you to the opening page.
2. You will see a blue and white welcome screen. Log in to your building Destiny library system. (The button is in the top right corner, and currently says ‘Guest’.)

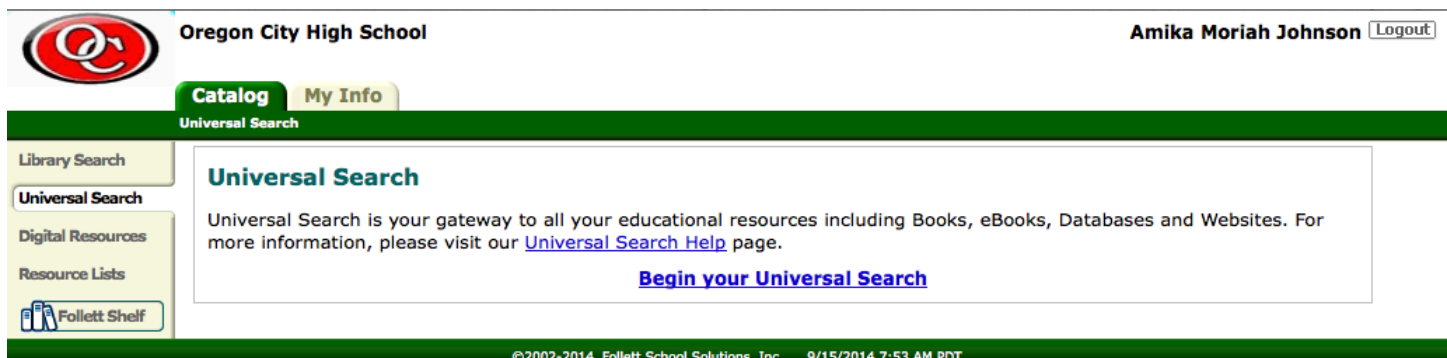


Click on the word “Guest” and drop down to “Login”. Use the same name and password as you use to log in to your computer and email.

3. You will now see your name instead of the word ‘Guest’
4. Click on your name and drop down to the word “Exit”. Do NOT click on logout or you will have to begin again.





5. You will be taken to the old screen you saw in the past.





6. In the left yellow column click on the first line, “Library Search”


7. At the end of the “Find” search box click on the blue ‘reset all’ link.
8. Uncheck the box next to “Location” that says your school name.
9. Check the box that says Instructional Media Center, which is the IMC.


Find  [Reset All](#)


Keyword


Title


Author


Subject


Series

Narrow your search to... [Show Less](#) ▲

Location Oregon City High School ▾


Instructional Media Center

Material Type Any Type ▾

Award Winner Unlimited ▾ ?

Reading Level From to


Interest Level From Unlimited ▾ to Unlimited ▾ ?

Reading Programs Unlimited ▾  ?

10. In the “Find” box enter the title, subject, or series you want to reserve.
11. Hit the return key on your keyboard to launch the search.
12. A results page will be displayed. (The number of results are listed above the first title. If more than 25 results there are additional pages at the bottom.) There is also a ‘Sort By’ drop down. You may want to sort in alphabetical title order, rather than Dewey order, or call number.

[How do I... ?](#)


▶ **Titles** One Search Digital Resources

Searched for (bill nye). Searched in: Instructional Media Center. 


[Not what you're looking for? [Refine your search?](#) [Browse Series?](#)]

Titles: 1 - 25 of 124 **Sort By** Call Number ▾ (Go) 1 2 3 4 5 ▶ [[Show All](#)]


Bill Nye the Science Guy's consider the following : A way cool set of science questions, answers, and ideas to ponder [Details](#) **4 of 4 available**

 **Instructional Media Center** Call #: 500 NYE Nye, Bill.
Series: Bill Nye
Published 1995


Bill Nye: Light and Color [Details](#) **1 of 1 available**

 **Instructional Media Center** Call #: DVD 151 535 BIL
Series: Bill Nye
Published 2005


Bill Nye: Outer Space [Details](#) **2 of 2 available**

 **Instructional Media Center** Call #: DVD 152 523.1 BIL
Series: Bill Nye
Published 2003

Bill Nye: the Moon [Details](#) **2 of 2 available**

 **Instructional Media Center** Call #: DVD 153 523.3 BIL
Series: Bill Nye
Published 1993

Bill Nye: Earth's Crust [Details](#) **2 of 2 available**

 **Instructional Media Center** Call #: DVD 154 551.1 BIL
Series: Bill Nye
Published 2005

13. Click on the bold print title you wish to book/reserve.
14. At the far right, click on the red 'Book It' icon.



15. This puts you into the reservation screen of the program. At the top, under 'Requesting From Instructional Media Center, the default is 'ship to patron's site'. Do NOT change this, unless you want to come to the IMC to pick up your item.
16. To the right of the screen is a calendar. Locate the dates you wish to book your item. You are unable to begin a booking on a weekend, or a Wednesday as IMC is closed those days.

Requesting

From **Instructional Media Center**

Bill Nye: Amphibians

Copies: **2**

Book

From to

The maximum loan period for this item in open days: 3

Copies to book: 1

Not Available

Closed

<< September 2014 >>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Delivery & Pick Up for Oregon City High School is on Monday, Tuesday, Thursday, Friday

17. Notice the box next to "BOOK". It has the number 1 in the box by default. If you are booking a novel set, place the number of books you want shipped to you in the box instead of the 1. If you want the teacher's guide sent, you must book that as a separate item.
18. The program will automatically book a 4 day period for videos, even though the screen says maximum loan period is two days. It adds one day to deliver, and one day for return by the courier. If you are booking a novel set the default will be 23 days, which allows you the normal month to have the set.
19. Click 'SAVE'.
20. Magic happens, and we send your item to you when you wanted it!!!!